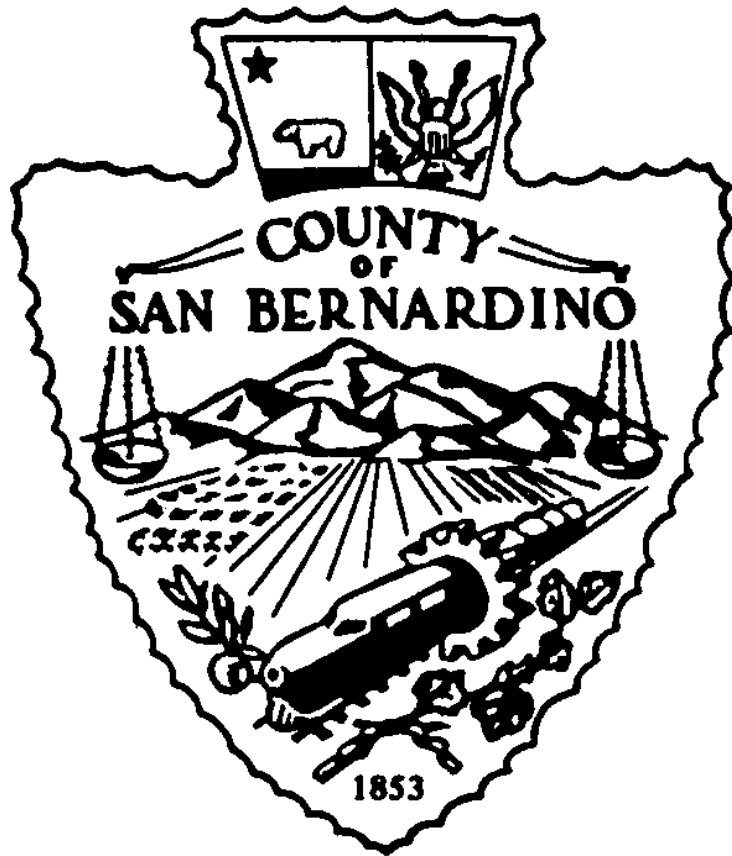


Safety Committees



OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

The Board of Supervisors has established an Occupational Safety and Health Committee (OSHC). Please refer to the appropriate policy, beginning on page 3.

Group/Department

The Department Head shall establish a Department Safety Committee, to include a minimum of one Supervisory member from each operating facility of the department.

The purpose of Safety Committees, at both the management and department levels, is to review accidents, injuries, hazardous conditions and work practices; to initiate and monitor corrective action, assure injury/illness prevention training, and to monitor implementation of the County Occupational Illness/Injury Prevention Program throughout the County.

The Occupational Safety and Health Committee meets quarterly. Department Safety Committees are to meet not less than quarterly. Meeting minutes are to be prepared. Minutes are to be forwarded to the Safety Officer who will summarize appropriate material for presentation to the County Occupational Safety and Health Committee.

Department Safety Committee Responsibilities

Department safety and health committees must at a minimum perform the following functions:

- Meet regularly, but not less than quarterly;
- Prepare and make available to affected employees, written records of safety and health issues discussed at the committee meetings and maintain for review. The committee meeting records shall be maintained for at least one (1) year;
- Review results of the periodic, scheduled worksite inspections;

- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- Submit recommendations to assist in the evaluation of employee safety suggestions.

safety/docs/sftymnl/occ sfty and hlth comm.doc